Essential article checklists

There are a number of essential basic requirements which **must be followed** during preparation of your article.

Essential requirements

Articles *must not* contain page numbers, headers or footers
This is extremely important. Page numbers, copyright details etc are added by IOP Publishing during the production and publication process.

Article margins *must* be adequate
Use the Microsoft Word US letter-size template MSEUSLetterTemplate.dot. It will automatically provides the correct margins.

All articles *must* have an abstract
When readers are searching for information online, an abstract of an article is likely to be the first thing they see. Your abstract needs to be concise but convey as much information as possible about the content of your article. In addition, IOP Publishing will supply your abstract to many other database systems used by researchers to find papers; consequently, your article's abstract will help bring your work to the attention of the scientific community.

All papers *must* have the e-mail address of one author we can contact
During production of the proceedings the publisher may need to contact you if there is something we need to check or to request a replacement PDF file.

Additional checks

Addresses should be complete and include the country
Authors are encouraged to provide full and complete addresses of their institutions, including country. Quite often not all author e-mail addresses are listed so that readers wishing to make contact will need to trace the relevant author using institution addresses. In addition, addresses listed on the articles may be used in the preparation of shipping instructions for distribution of printed copies or CDs so it is important for the addresses to be as complete as possible.

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